

## **Assistant Headteacher Job Description**

### **Job Description (General SLT Job Description)**

#### **precise responsibilities to be agreed with the successful applicant)**

**Position:** Assistant Headteacher

**Contract Type:** Permanent, Full Time

**Reporting To:** Headteacher/Executive Headteacher

**Location of Position:** King James Academy Royston

### **Purpose of this role**

The fundamental duty of the post holder is have the responsibility for the quality of teaching and learning and for pupils' achievement.

S/he also represents the ethos, values and approach of the Academy to pupils, parents and staff.

### **Key Responsibilities**

#### **Leading & Learning**

- To work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of students' achievement, and use benchmarks and set targets for improvement.
- To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- To work with the Headteacher to ensure that the quality of teaching is consistently good and often outstanding to ensure high standards across all subjects.
- To ensure that there are clearly-understood links between the technical and academic elements of the curriculum.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set stretching targets for the whole school community, ensuring regular, appropriate and effective communication with stakeholders.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

#### **Pupils & Staff**

- To demand high standards and ambition from students.

- To secure a 'sharing culture' between staff, ensuring best practice is widely shared and celebrated.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To ensure that the performance management is rigorous, links clearly to staff personal and professional development, the development of learning in and across departments.

***Precise duties pertaining to the role to be discussed and agreed on appointment.***

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**Teaching & Learning**

*In accordance with King James Royston Academy policies and National Conditions of Service to:*

- Teach, according to their educational needs, allocated classes;
- Set and mark work in accordance with schemes of learning or as required by examination regulations;
- Plan effectively and prepare schemes of learning and complete planning documentation as required;
- Make records of and reports on the academic, personal and social needs of students.

**Assessment**

- Participate in arrangements for preparing students and assessing students for external and internal assessments, and supervision of internally assessed tests;
- Assess, record and report on the development, progress and attainment of students for whom the teacher has responsibility;
- Communicate and consult with parents and others who have legitimate interest in the students.

**CPD and Curriculum Development**

- Participate in arrangements for the appraisal of own performance and that of other teachers;
- Offer support to less experienced members of staff and, where necessary, advise colleagues on matters of good practice;
- Keep under review methods of teaching and programmes of work;
- Participate in arrangements for further training and professional development;
- Advise and collaborate with other staff on the preparation and development of courses of study; teaching materials; methods of teaching; assessment and pastoral arrangements;
- Participate in departmental/team self-evaluation.

**Meetings, Duties & Non-Contact Arrangements**

- Participate in the annual schedule of meetings and other meetings as appropriate;
- Carry out effectively allocated supervisory duties;
- Register students in allocated classes;
- Attend parents' evening of year groups taught and other meetings for parents as appropriate;

- Supervise, and so far as practicable teach, any student whose teacher is not available to teach them (within the limits set in Pay and Conditions).

#### Health & Safety and Classroom Management

- Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged on school activities elsewhere;
- Manage and support teacher assistants/technicians providing support to allocated classes;
- Report any risks or potential hazards to the Facilities Manager (usually in writing);
- Manage effectively the use of resources;
- Follow Child Protection and other agreed procedures, relating to the organisation of trips and visits.

#### Other Duties

Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;

Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;

Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;

Undertake such other duties as the headteacher may reasonably require.

*The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.*

#### Signatures

**Signed** ..... (Post Holder)

Date: .....

**Signed** ..... (Headteacher)

Date: .....